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11 May 1949

MEMORANDUM

TO:

C J

FROM:

C J

SUBJECT: Promotion of employees in EDUCATOR and EDICT Projects.

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE METHODS EXEMPTION 3828  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

1. In response to your request regarding the possibility of promotions for employees in EDUCATOR AND EDICT Projects, I have discussed this matter at some length with C J, C J and C J of the Covert Personnel Branch.

2. On the basis of these conversations I would suggest that in your reply to C J you inform him that although his present T/O provides for specific grades for the various slots, these grades are not determinative when a Personnel Action is submitted. Instead, the determining factors in each case are the duties and responsibilities of the individual concerned.

3. Under normal procedures, when a T/O has been officially approved and job descriptions prepared for all the positions, promotion actions submitted for field employees are accompanied by short descriptions of the individuals' present duties which tie them in to described positions. This enables the Classification Section of Personnel to insure that the individuals are actually performing the higher duties to which it is proposed they be promoted. It is this procedure which we expect to follow as soon as field T/O's in ~~SPC~~ have been formalized and positions described. Until that time it is even more necessary that a statement accompany each promotion action indicating the precise duties of the individuals concerned, ~~because in many instances this office has no means of knowing just what the employees are doing.~~ For example, the Finance Officer on EDICT Project might well be handling the duties of the Security Officer in addition to his own. Thus each promotion action which C J submits until such time as his T/O is formalized will be handled on its own merit and will stand or fall on the basis of the duties which he describes for the individual involved.

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4. I would recommend that ~~he~~ proceed rather carefully in making his promotions and that he start first with his strongest case, proceeding in order to those where we expect the most difficulty. ~~I would also recommend that each promotion be made with a view to the proposed T/O for his staff, insuring that each employee can be absorbed at the higher grade under the new organization. I am thinking particularly of secretaries who might be promoted to CAF-6 or 7 but for whom no such slot would exist under the new T/O.~~

5. In addition to all that has been said above, the ~~old~~ *parent organization* promotion policy, Administrative Instruction 20-1, applies to field positions as well as departmental jobs. Time in grade requirements are as follows:

CAF	P	Time in Grade
5	1	6 months
6		9 "
7	2	9 "
8		9 "
9	3	12 "
10		12 "
11	4	15 "
12	5	18 "
13	6	21 "
14	7	24 "

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